

# Online Vendor Registration (OVR) Guide:

To register with King County's Online Vendor Registration (OVR) system, visit Procurement and Contract Services Section (PCSS) website at <http://www.kingcounty.gov/procurement>. The OVR registration is a two-step process.

**Phase 1:** Create the vendor record - name, username, password, email address. The system will send you an Email Verification notice to your recorded email address. You must reply back to the email by accessing the hyperlink address found at the bottom of verification email to complete registration.

Note: You will not be able to login to the system with your username/password until after you've responded to the Email Verification notice and have completed the second step of the registration.

**Phase 2:** Provide business information - company name, tax id number, location, etc..Your account becomes fully activated once you have completed the second phase of registration.

## PHASE 1:

### SCREEN SHOT 1:

The screenshot shows the King County Procurement website. The header includes the King County logo and navigation links: KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT. The main heading is "PROCUREMENT" with the subtitle "Procurement & Contract Services". Below this, it says "You're in: PROCUREMENT » Solicitations".

On the left is a sidebar menu with the following items: PROCUREMENT, Services, > Solicitations (highlighted), My Account, My NIGP Codes, My Open Solicitations List, NIGP Codes Search, Consultants, Contractors, Suppliers, Forms, FAQ, Contact Us, Small Business Programs, Resources, Related Links, News, and Sitemap.

The main content area is divided into two columns. The left column is titled "Need to sign up?" and contains links for "Register Here", "Register Now" (circled in red), and "Enter site as Guest". Below this is a section titled "Why Register?" with a bulleted list: manage your own personal account, receive notifications of new advertised solicitations, sign-up as official bidder/ proposer on advertised solicitations, and receive notifications of addenda issued.

The right column is titled "Already have an account?" and contains a "Login Here" section with fields for "Username:" and "Password:", followed by a "Login" button. Below the login fields is a link for "Forgot your password?".

At the bottom of the main content area is a "Legal Notice" section. It states: "King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation. You must register & add yourself to the 'Holders List' to be included on the official plan holders list for any specific ITB, RFP, or RFQ."

- Click "Register Now"

## SCREEN SHOT 2:

KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT

**PROCUREMENT**  
Procurement & Contract Services

You're in: [PROCUREMENT](#) » Solicitations

( [Logout](#) , [My Account](#) )

**Vendor Registration**

Thank you for your interest in doing business with King County.  
King County Procurement and Contract Services Section makes this online registration system available for the use and convenience of all business entities interested in public bid/proposal opportunities available through our agency. As a registered vendor, it is your responsibility to keep all personal contact information current. If your e-mail address is not correct, your listing shall be deactivated in our system as part of regular maintenance. Being a registered vendor does NOT guarantee the receipt of electronic notification for all applicable solicitations. Vendors should routinely check our website for a listing of current business opportunities. Procurement and Contract Services shall not be responsible if a vendor does not receive an electronic notification for any particular reason.

**Legal Notice**

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

**You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.**

Registration questions should be directed to the Webmaster at [Procurement.Web@kingcounty.gov](mailto:Procurement.Web@kingcounty.gov).

1. Read Disclaimer and Legal Notice.
2. Click "I accept these terms"

### SCREEN SHOT 3:

KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT

**PROCUREMENT**  
Procurement & Contract Services

You're in: [PROCUREMENT](#) » Solicitations

**Vendor Registration**

First Name: Winnie  
Last Name: Pooh  
Email: hePooh.  
Confirm Email: hePooh.  
Username: hePooh.  
Title: Favorite Disney Character

Example formats for Phone and Fax:

- 999-999-9999 (use hyphens with North American numbers)
- +999 9999999999 (variable length numbers and spaces are allowed for non-North American numbers)

Phone Number: 407- Ext.   
Alternate Phone: 407- Ext.   
Fax Number: 407-

The password you enter must comply with the following guidelines:

- At least 8 characters in the password
- At least 1 (uppercase) character. Example: A
- At least 1 (lowercase) character. Example: q
- At least 1 (numeric) character. Example: 3
- At least 1 (non-alphanumeric) character. Example: !, @, #, etc. (underscores are not allowed)

Password:   
Confirm Password:

[Register](#)

- Provide vendor contact information and password.

### SCREEN SHOT 3C:

KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT

**PROCUREMENT**  
Procurement & Contract Services

You're in: [PROCUREMENT](#) » Solicitations

**Vendor Registration**

First Name: Winnie  
Last Name: Pooh  
Email: hePooh.  
Confirm Email: hePooh.  
Username: hePooh.  
Title: Favorite Disney Character

Phone Number: 407- Ext.   
Alternate Phone: 407- Ext.   
Fax Number: 407-

The password you enter must comply with the following guidelines:

- At least 8 characters in the password
- At least 1 (uppercase) character. Example: A
- At least 1 (lowercase) character. Example: q
- At least 1 (numeric) character. Example: 3
- At least 1 (non-alphanumeric) character. Example: !, @, #, etc. (underscores are not allowed)

Password:   
Confirm Password:

[Register](#)

Message from webpage

Your information will now be saved. This may take up to 90 seconds to complete. Please wait for your confirmation page.

[OK](#)

- Click “Register” once and wait for data to be processed.

#### SCREEN SHOT 4:

The screenshot shows the King County Procurement & Contract Services website. The header includes navigation links: KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT. The main title is "PROCUREMENT Procurement & Contract Services". Below the title, it says "You're in: PROCUREMENT » Solicitations". The left sidebar has a menu with "PROCUREMENT" (selected), "Services", "Solicitations", "My Account", "My NIGP Codes", "My Open Solicitations List", "NIGP Codes Search", and "Consultants". The main content area is titled "Vendor Registration" and contains the following text:

A verification email has been sent to your given email account.

Follow the instructions provided in the email to complete your on-line registration.  
Your account will not be active until you have completed registration.

If you do not complete your on-line registration within 5 business days, your initial registration information may be deleted from our system.

If you do not receive a verification email please contact us at [procurement.web@kingcounty.gov](mailto:procurement.web@kingcounty.gov). Please include your Username and contact information in the body of your email.

Thank you

1. You have completed the first phase of OVR registration.
2. Go to your registered email account to verify your email address and continue registration (Phase 2).

#### SCREEN SHOT 5:

The screenshot shows an email titled "King County Vendor Registration Verification" from "Procurement.Web@kingcounty.gov" to "me", dated Mar 18. The email content is as follows:

This email validates your email contact information so you can complete registration with the King County Online Vendor Registration website.

You must setup your Organization account information to complete registration. To expedite the registration process, please have the following information available:

**Required** - IRS Official Name and Tax Identification Number  
**Optional** - Dun & Bradstreet Number, Business License Number, Washington State UBI number, and King County Small Contractors and Suppliers (SCS) Number.

Your login username is listed below. Your password is not provided here for security reasons.

Username:

Access [webpage form](#) or copy and paste [http://procurement.kingcounty.gov/procurement\\_OVR/registerVerify.aspx?verify=11510](http://procurement.kingcounty.gov/procurement_OVR/registerVerify.aspx?verify=11510) into your Internet browser.

Annotations: A red box around the required and optional information is labeled with a "2". A red box around the username and the verification link is labeled with a "3".

1. Read information on page.
2. Prepare and make required/optional information available as summarized on email above.
3. Click “webpage form” or hyperlink [http://procurement.kingcounty.gov/procurement\\_OVR/...](http://procurement.kingcounty.gov/procurement_OVR/...) to complete Phase 2 of the OVR registration process.

## PHASE 2:

### SCREEN SHOT 6A:

KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT

**PROCUREMENT**  
Procurement & Contract Services

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### Vendor Registration – Tax Identification Number (TIN) Verification

Welcome, Winnie

Please enter the following information.  
All fields are required.

Country:

TIN#:

A United States Federal Tax Identification Number (TIN) is required to complete your King County Online Vendor Registration. If you use a Social Security Number to conduct business, or operate outside the United States and do not have a TIN, please email [procurement.web@kingcounty.gov](mailto:procurement.web@kingcounty.gov) to complete registration and account activation.

[Continue](#)

Note: If you use your Social Security Number to conduct business, or operate outside the United States and do not have a TIN, contact [procurement.web@kingcounty.gov](mailto:procurement.web@kingcounty.gov).

### SCREEN SHOT 6B:

KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT

**PROCUREMENT**  
Procurement & Contract Services

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### Vendor Registration – Tax Identification Number (TIN) Verification

Welcome, Winnie

Please enter the following information.  
All fields are required.

Country:

TIN#:

A United States Federal Tax Identification Number (TIN) is required to complete your King County Online Vendor Registration. If you use a Social Security Number to conduct business, or operate outside the United States and do not have a TIN, please email [procurement.web@kingcounty.gov](mailto:procurement.web@kingcounty.gov) to complete registration and account activation.

**Please enter Organization information.**

Organization Name:


Type:

URL:

[Continue](#)

Note: The first time a Tax Identification Number (TIN) is entered into the (OVR) system; organization “name” and “type” information are requested. Else, the organization name associated with the TIN is identified for vendor to verify.

## SCREEN SHOT 7:



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# PROCUREMENT

## Procurement & Contract Services

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### PROCUREMENT

- Services
- > **Solicitations**
- My Account
- My NIGP Codes
- My Open Solicitations List
- NIGP Codes Search
- Consultants
- Contractors
- Suppliers
- Forms
- FAQ
- Contact Us
- Small Business Programs
- Resources
- Related Links
- News
- Sitemap

### Vendor Registration - Add New Organization

An Organization is the description of your business. An Organization can only be listed once in the system, but each Organization can have many Locations (see below).

**Organization:**

Organization Name:

TIN:

Organization Type:

Organization Country:

State/Province of Incorporation:

Primary Contact Name:

Primary Contact Phone:  Ext.

Primary Contact Email:

Primary Contact Alt. Phone:  Ext.

IRS Official Name:

Dun & Bradstreet Number:

UBI Number:

Business License Number:

SCS Number:

DBA Name:

URL Web Address:

**Location:** A Location represents an office, branch, or division of an Organization (for example, "Home Office", "Seattle branch", "Marketing Division"). Each user in the system belongs to a Location within an Organization.

User Name:

User Email:

Location Name:

A street address is required for shipping purposes. No PO boxes.

Country:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Example formats for Phone and Fax:

- 999-999-9999 (use hyphens with North American numbers)
- +999 9999999999 (variable length numbers and spaces are allowed for non-North American numbers)

Phone Number:  Ext.

Alt. Phone Number:  Ext.

Fax Number:

[Confirm Registration](#)

1. Provide vendor contact information and password.

2. Guide to requested information:

### Organization required data

- Org Name
- TIN
- Org Type: Corporation/ Government/ Joint Venture/ LLC/ Non-Profit/ Partnership/ PLLC
- Primary Contact Name
- Primary Contact Email
- Primary Contact Phone
- Country: Is your business registered in the US/Canada/[other country].
- State of Incorporation: Which state in the US/Canada/[other country] did you register your business?
- IRS Official Name: What name does your company use when filing [IRS] taxes?

### Organization optional data

- Business License number
- SCS Number: SCS is an acronym for Small Contractors and Suppliers number.
- UBI Number: UBI is an acronym for Unified Business Identifier. A UBI number is a 9-digit number that registers a vendor with several state agencies and allows vendors to do business in Washington State.

- DUN Bradstreet Number: A DUNS is an acronym for Data Universal Numbering System. DUN is a unique 9-digit identification number for each physical location of a business. It is used to identify businesses around the world. They are required for many US federal government transactions.

#### Location data

- Location Name: Create a "Location Name" for business address. A "Location" represents an office, branch, or division of an Organization (for example, "Home Office", "Seattle branch", "Marketing Division").

#### SCREEN SHOT 8:

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**PROCUREMENT**  
Procurement & Contract Services

You're in: PROCUREMENT

### Vendor Registration – Confirmation

<b>Organization:</b> Organization Name: Pooh and Friends TIN: 94-6683766  Primary Contact Name: Winnie-The-Pooh Primary Contact Email: Winnie IRS Official Name: Pooh and Friends UBI Number: SCS Number: URL Web Address:	Organization Type: Corporation Organization Country: United States of America State/Province of Incorporation: Florida Primary Contact Phone: 407- Primary Contact Alt. Phone: 407- DUN Bradstreet Number: Business License Number: DBA Name:
<b>Location:</b> User Name: WinnieThePooh.OVR@gmail.com User Email: WinnieThePooh.OVR@gmail.com Location Name: Trespassers Will Address 1: 100 Aker Woods SW Address 2: Ashdown Forest Phone Number: 407- Alt. Phone Number: 407- Fax Number: 407-	City: Orlando State/Province: Florida Zip/Postal Code: 32830 Country: United States of America

- Verify accuracy of information provided. Finish registration.



SCREEN SHOT 8B:

**KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT**

**PROCUREMENT**  
Procurement & Contract Services

You're in: PROCUREMENT

### Vendor Registration – Confirmation

**Organization:**  
 Organization Name: Pooh and Friends  
 TIN: 94-6683766  
 Organization Type: Corporation  
 Organization Country: United States of America  
 State/Province of Incorporation: Florida  
 Primary Contact Name: Winnie-The-Pooh  
 Primary Contact Email: Winnie@poohandfriends.com  
 Primary Contact Phone: 407-455-1234  
 Primary Contact Alt. Phone: 407-455-1234

**Location:**  
 User: Winnie  
 User: Winnie  
 Location: Pooh's Home  
 Address: 123 Pooh Lane  
 Address: Pooh Valley, FL 32830  
 Phone Number: 407-455-1234  
 Alt. Phone Number: 407-455-1234  
 Fax Number: 407-455-1234  
 Zip/Postal Code: 32830  
 Country: United States of America

**Message from webpage**

Your registration information will now be saved. This may take up to 90 seconds to complete. Please wait for your confirmation page.

**Back** **Finish Registration**

- Click “Register” once and wait for data to be processed.

SCREEN SHOT 9:

**KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT**

**PROCUREMENT**  
Procurement & Contract Services

You're in: [PROCUREMENT](#) » Solicitations

### Vendor Registration – Completed

You have just completed registration on King County's Online Vendor Registration (OVR) website.

To update your contact information, login at <http://www.kingcounty.gov/procurement/solicitations> and go to “My Account”. To better serve your needs, we recommend you undertake the following:

- Select your email preference to receive email notification of new advertised solicitations.
- **For Goods and Services vendors:** Enter the NIGP Code/s that best describe your organization's goods/services. Go to <http://www.kingcounty.gov/operations/procurement/FAQ.aspx>, NIGP menu tab for more information.


To update your organization information, please email your requested changes to King County Procurement via email at [procurement\\_web@kingcounty.gov](mailto:procurement_web@kingcounty.gov). Be sure to include your username and contact information so we may better assist you. Please DO NOT email your password to King County.

Thank you.

OVR registration completed! Vendors are encouraged to

- Update their account information to include email notifications for new advertised solicitations, and
- Identify NIGP codes that best describe their products/services.





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# PROCUREMENT

## Procurement & Contract Services

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**PROCUREMENT**

Services

> **Solicitations**

My Account

My NIGP Codes

My Open Solicitations List

Small Works Roster

A & E Roster

Consultants

Contractors

Suppliers

NIGP Search

Forms

FAQ

Contact Us

Small Business Programs

Resources

Related Links

News

Sitemap

### Need to sign up?

**Register Here**

[Register Now](#)

[Enter site as Guest](#)

#### Why Register?

- manage your own personal account
- receive notifications of new advertised solicitations
- sign-up as official bidder/ proposer on advertised solicitations
- receive notifications of addenda issued
- participate in online small works or architectural & engineering roster programs

#### Legal Notice

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

**You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.**

### Already have an account?

**Login Here**

**Username:**

**Password:**

[Forgot your password?](#)

Visit the King County Online Vendor Registration (OVR) web site regularly at  
<http://www.kingcounty.gov/procurement/solicitations>

## SCREEN SHOT 11:



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# PROCUREMENT

## Procurement & Contract Services

You're in: [PROCUREMENT](#) » [Solicitations](#)

Welcome, Winnie ( [Logout](#) , [My Account](#) )

### List of Solicitations

[ALL](#)
[CONSTRUCTION](#)
[A & E AND PROF. SERVICES](#)
[TECHNICAL SERVICES](#)
[GOODS & SERVICES](#)
[OTHER](#)

[OPEN](#)
[CLOSED](#)
[AWARDED](#)
[CANCELLED](#)
[ALL](#)

Keywords:  NIGP Code:  [browse codes](#) Sort by [Due Date](#) [Ascending](#)

[Search Solicitations](#) [Clear Search](#)

**NOTE:** To download documents, click on the solicitation number/title in the list below.

Page 1 of 3  
Displaying 1 - 10 of 27 total records

<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>
<p><b>C00590C10: Mechanical Construction Work Order 2011</b>  <b>Important:</b> Refer to website regularly for updates.  <b>Department:</b> Natural Resources &amp; Parks - Wastewater Treatment  <b>Due Date:</b> 03/24/2011 01:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Construction</p>		
<p><b>1006-11-PCR: Temporary Passenger Ferry Service - King County Water Taxi</b>  <b>Important:</b> Addenda 1, 2 &amp; 3 issued. Per Addenda 2, bid opening date changed to 3/24/2011 Refer to website regularly for updates.  <b>Department:</b> Transportation  <b>Due Date:</b> 03/24/2011 02:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Goods &amp; Services</p>		
<p><b>1037-11-RLJ: Drug and Alcohol Testing Services</b>  <b>Important:</b> Addendum 1 issued. Bid due date changed to 3/24/2011. Refer to website regularly for updates.  <b>Department:</b> Transportation  <b>Due Date:</b> 03/24/2011 02:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Goods &amp; Services</p>		
<p><b>1084-11-PAP: Website Maintenance &amp; Development</b>  <b>Important:</b> Refer to website regularly for updates.  <b>Department:</b> Natural Resources &amp; Parks - Solid Waste  <b>Due Date:</b> 03/24/2011 02:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Goods &amp; Services</p>		
<p><b>1089-11-RXB: Articulated 4-Wheel Drive Tractor</b>  <b>Important:</b> Refer to website regularly for updates.  <b>Department:</b> Transportation - Transit - Vehicle Maintenance  <b>Due Date:</b> 03/24/2011 02:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Goods &amp; Services</p>		
<p><b>1090-11-JDH: Printing and Delivery of Bus Transfers</b>  <b>Important:</b> Addendum 1 issued. Refer to website regularly for updates.  <b>Department:</b> Transportation - Transit - Sales &amp; Customer Services  <b>Due Date:</b> 03/24/2011 02:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Goods &amp; Services</p>		
<p><b>C00571C10: 16th Ave SW - ITS</b>  <b>Important:</b> Addenda 1, 2 and 3 issued. Per addendum 3 bid date changed to 3/31/2011. Refer to website regularly for updates.  <b>Department:</b> Transportation - Roads Services  <b>Due Date:</b> 03/31/2011 01:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Construction</p>		
<p><b>C00596C11: Asphalt Paving Maintenance Work Order 2011-2012</b>  <b>Important:</b> Addendum 1 issued. Refer to website regularly for updates.  <b>Department:</b> Transportation - Transit  <b>Due Date:</b> 03/31/2011 01:30 PM <b>Status:</b> Open <b>Solicitation Type:</b> Construction</p>		
<p><b>C00620C11: West Point Treatment Plant Power Sag / UPS Replacement Project</b>  <b>Important:</b> Mandatory Pre-bid conferences scheduled 3/22/2011 and 3/23/2011, 2:00 PM. Refer to website regularly for updates.  <b>Department:</b> Natural Resources &amp; Parks - Wastewater Treatment  <b>Due Date:</b> 03/31/2011 01:30 PM <b>Status:</b> Open <b>Solicitation Type:</b> Construction</p>		
<p><b>1029-11-RLD: Collection Services - District Court</b>  <b>Important:</b> Addendum 1 issued. Bid due date changed to 03/31/2011. Refer to website regularly for updates.  <b>Department:</b> District Court  <b>Due Date:</b> 03/31/2011 02:00 PM <b>Status:</b> Open <b>Solicitation Type:</b> Goods &amp; Services</p>		
<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>

Displaying 1 - 10 of 27 total records  
Page 1 of 3

[TO TOP](#)

Updated: Thursday, March 24, 2011


**Procurement and Contract Services Section**

401 Fifth Ave., 3rd Floor  
Seattle, WA 98104

Phone: 206-263-9400  
TTY Relay: 711  
CNK-ES-0340  
Fax: 206-296-7675/ 206-296-7676

View status of new and on-going solicitations. Registered vendors can manage essential aspects of their participation on solicitations; register as plan/document holders.

## SCREEN SHOT 12:




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# PROCUREMENT

## Procurement & Contract Services

You're in: [PROCUREMENT](#) > [Solicitations](#) > [My Account](#)

Welcome, **Maria** ( [Logout](#) , [My Account](#) ) 

### My Account

#### Edit Account Information

USER INFORMATION		VENDOR INFORMATION																	
Username: <input type="text" value="lyza"/>		Title: <input type="text"/>																	
Email Address: <input type="text" value="lyza"/>	Confirm Email Address: <input type="text" value="lyza"/>	Phone: 206-: <input type="text"/> Ext: <input type="text"/>																	
First Name: <input type="text" value="Maria"/>	Last Name: <input type="text"/>	Phone (Alt.): <input type="text"/> Ext (Alt.): <input type="text"/>																	
<input type="button" value="Save changes"/>		<input type="button" value="Save changes"/>																	
<b>GENERAL ACCOUNT MANAGEMENT</b> <input type="button" value="Change Password"/> <input type="button" value="Deactivate My Account"/>		<b>VENDOR LOCATION</b> Select a different location <input type="button" value="v"/> Name: <input type="text" value="Office"/> Address Line 1: <input type="text" value="street 1"/> Address Line 2: <input type="text" value="street 2"/> City, State Zip: <input type="text" value="city, Washington 98040"/> Country: <input type="text" value="United States of America"/> Phone: 206-: <input type="text"/> Ext: <input type="text"/> Fax: <input type="text"/> <input type="button" value="Edit this Location"/> <input type="button" value="Add New Location"/>																	
<b>ORGANIZATION</b> <table border="0"> <tr> <td>Name: <input type="text" value="Test11_12_1020"/></td> <td>State of Incorporation: <input type="text" value="Washington"/></td> </tr> <tr> <td>Type: <input type="text" value="Corporation"/></td> <td>Dun &amp; Bradstreet Number: <input type="text"/></td> </tr> <tr> <td>Country: <input type="text" value="United States of America"/></td> <td>Business License: <input type="text"/></td> </tr> <tr> <td>UBI Number: <input type="text" value="123456789"/></td> <td>Primary Contact: <input type="text" value="Lyza"/></td> </tr> <tr> <td>IRS Official Name: <input type="text" value="Test11_12_1020"/></td> <td>Email: <input type="text" value="lyza@"/></td> </tr> <tr> <td>SCS Number: <input type="text" value="123"/></td> <td>Phone: 206-: <input type="text"/></td> </tr> <tr> <td>dba: <input type="text"/></td> <td>Phone (Alt.): <input type="text"/></td> </tr> <tr> <td>URL: <input type="text"/></td> <td></td> </tr> </table>				Name: <input type="text" value="Test11_12_1020"/>	State of Incorporation: <input type="text" value="Washington"/>	Type: <input type="text" value="Corporation"/>	Dun & Bradstreet Number: <input type="text"/>	Country: <input type="text" value="United States of America"/>	Business License: <input type="text"/>	UBI Number: <input type="text" value="123456789"/>	Primary Contact: <input type="text" value="Lyza"/>	IRS Official Name: <input type="text" value="Test11_12_1020"/>	Email: <input type="text" value="lyza@"/>	SCS Number: <input type="text" value="123"/>	Phone: 206-: <input type="text"/>	dba: <input type="text"/>	Phone (Alt.): <input type="text"/>	URL: <input type="text"/>	
Name: <input type="text" value="Test11_12_1020"/>	State of Incorporation: <input type="text" value="Washington"/>																		
Type: <input type="text" value="Corporation"/>	Dun & Bradstreet Number: <input type="text"/>																		
Country: <input type="text" value="United States of America"/>	Business License: <input type="text"/>																		
UBI Number: <input type="text" value="123456789"/>	Primary Contact: <input type="text" value="Lyza"/>																		
IRS Official Name: <input type="text" value="Test11_12_1020"/>	Email: <input type="text" value="lyza@"/>																		
SCS Number: <input type="text" value="123"/>	Phone: 206-: <input type="text"/>																		
dba: <input type="text"/>	Phone (Alt.): <input type="text"/>																		
URL: <input type="text"/>																			

To update information regarding your Organization, a formal request must be submitted directly to King County Procurement. You may do this by [contacting us](#) via e-mail, noting your requested changes and providing full contact information for verification.

[Email Notifications & NIGP Codes](#)

[Roster Membership](#)


#### Legal Notice

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

**You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.**

To keep the authenticity of the vendor's record, King County's Online Vendor Registration (OVR) system is a client-managed database. Go to <http://www.kingcounty.gov/procurement/solicitations> and login with your username/password, go to "My Account" web page.

You can make changes to your Account information. For changes to your Organization information, please contact [procurement.web@kingcounty.gov](mailto:procurement.web@kingcounty.gov).




**King County**  
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# PROCUREMENT

## Procurement & Contract Services

You're in: [PROCUREMENT](#) » [Solicitations](#) » [My Account](#)

Welcome, **Maria** ( [Logout](#) , [My Account](#) ) 

### My Account

[Edit Account Information](#)

#### Email Notifications & NIGP Codes

I would like to receive email notifications for the following types of King County Procurement solicitations:

☒ A&E and Professional Services  
☒ Construction

To receive email notifications for new advertised Goods and Services, Technical Services, and Other solicitations, you need to identify NIGP Codes that best describe your product or service. Vendors will receive notices only related to the NIGP Codes selected. Refer to [NIGP Registration Process](#) below to update your account information.

☒ Solicitations specific to NIGP Codes

[Save changes](#)

**NIGP Registration Process: For Goods & Services, Technical, and Other vendors only.**

With the incorporation of NIGP Codes into King County's Online Vendor Registration (OVR) system, solicitations and vendors are categorized by product/service type. Identify NIGP Codes that best describe your products/services when maintaining your account.

[Update Codes](#)   [Help](#)

CODE	DESCRIPTION
946-10	Accounting and Billing Services (Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc)
952-05	Alcohol and Drug Detoxification (Incl. Rehabilitation)
050-23	Coatings, Protective (For Artwork)
050-50	Engraving, Etching, and Lithography Equipment and Supplies (Burins, etc.)
450-40	Horseshoes, Horseshoe Nails, Farrier Tools, and Blacksmith Tools
558-40	Passenger Cars, Light (Self-Propelled)

#### Roster Membership

#### Legal Notice

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

**You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.**

On “My Account” page, you can request for “Email Notifications” for new advertised solicitations and identify NIGP codes that best describe your organization product/s or service/s.